

**Department of Human Resource Management**  
**Verification of Employment Procedures for the Public**  
September 12, 2007

Utah is an open records state, according to Chapter 2, Title 63, the Government Records Access and Management Act. Information concerning current or former state employees, volunteers, independent contractors, and members of advisory boards or commissions shall be given to the public, where appropriate, according to the following procedures:

1. All requests for employment verification must be made to the employing agency. See the list of Verification of Employment Agency Contacts.
  - a. **NOTE TO EMPLOYEES:** To expedite approval, State of Utah employees should provide the appropriate agency and contact person on loan applications.
  - b. If the employing agency is unknown, the request may be made to the Department of Human Resource Management Admin Office (DHRM-Admin) – fax (801)538-3081. The request will be forwarded to the employing agency.
2. Garnishment requests should be directed to the Division of Finance at the following at: Division of Finance, 2110 State Office Bldg., Salt Lake City, UT 84114-0000 Tel: (801)538-3082 Fax: (801)538-3244
3. All reference checks should also be made to the appropriate DHRM field office or agency. If other than public information, a signed release from the subject of the record must be submitted to the employing agency, DHRM field office.